

Contract No. _____

FA

AGENCY _____

PROJECT TITLE _____

CONSTRUCTION **FIELD AUTHORIZATION**

WORK DESCRIPTION AND MAXIMUM COST

TO: _____ DATE _____
When authorized by E&AS, you are directed to proceed with work as described below and/or detailed on the attachments referred hereto:

REASON FOR CHANGE _____

CHANGE ORIGINATED BY _____
(name) (company)

It is our opinion that this work will result in a change to the contract. You are authorized as follows:

☐ **INCREASE** **TO THE CONTRACT AMOUNT WITHIN THE MAXIMUM COST OF:** _____ \$
☐ **NO CHANGE**
☐ **DECREASE**

CONTRACT COMPLETION DATE: ☐ INCREASE ☐ NO CHANGE ☐ DECREASE OF _____ CALENDAR DAYS

Payment for work authorized by this FA will not be made prior to incorporation of this FA into a Change Order.

DATE COST DATA REQUIRED BY _____ (DATE).

COST COLLECTION

Cost data required by one of the following methods in accordance with the General and Supplemental Conditions.

☐ **UNIT PRICE** _____
(Method of Measurement)
☐ **DETAILED COST BREAKDOWN**
☐ **ACTUAL COST:** T&M with daily work sheets that list the name, trade, firm, hours, itemized materials, equipment and other job related costs. Contractor must obtain verification of hours from _____
within _____ days from the day work was performed. (Owner's Rep.)

The above amount covers the maximum amount required in connection with the change.

DIRECTION TO PROCEED

ACCEPTED BY _____ CONTRACTOR _____ DATE _____

We have carefully examined this proposal and find the maximum cost to be reasonable.

APPROVED BY _____ A/E _____ DATE _____

FUNDING VERIFICATION BY _____ AGENCY _____ DATE _____

AUTHORIZED BY _____ E&AS _____ DATE _____

The final cost breakdown has been examined and is reasonable.

COST VERIFICATION _____ E&AS _____ DATE _____